

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
STAFF ATTORNEYS' OFFICE**

Supervisory Staff Attorney

Job Announcement: #16-24

Position Type: Full-time Permanent

Location: John J. Moakley U.S. Courthouse, Boston, Massachusetts

Salary: CL 31 (\$107,783 - \$160,300)
Depending on qualifications and experience

Closing Date: July 8, 2016

Starting Date: August 2016

Staff Attorneys' Office: The staff attorneys perform research for the Court of Appeals judges.

Responsibilities: Duties of the supervisory staff attorney include the following: reviewing the written work product of the staff attorneys to ensure thoroughness, substantive accuracy, overall quality, and consistency with office and court precedent; keeping abreast of case law and legal developments; responding to questions from judges, law clerks, judicial assistants, Clerk's Office personnel, and other court employees; performing substantive legal research and drafting memoranda, opinions, and orders; training newly hired attorneys, monitoring their progress, and participating in performance evaluations; assisting in the recruitment and selection of attorneys; participating in the monitoring of office operations, including the webvote system and iPPS; and participating in budget and resource allocation.

Qualifications: The applicant must possess a Juris Doctor degree from an accredited law school; admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States; excellent academic credentials; superior analytic, research, oral communication, interpersonal, writing, and editing skills; expertise in federal appellate, civil, and criminal procedure; at least five (5) years of progressively responsible post-law school legal experience. Federal court experience is highly preferred. Experience supervising attorneys is desirable.

Benefits: Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply:

Submit the following documents in paper form:

- cover letter and resume addressing qualifications and relevant experience;
- law school transcript;
- two (2) self-edited writing samples;
- three (3) professional references with names and telephone numbers of persons who may be contacted during selection process; and
- Application for Federal Judicial Branch Employment (version dated 10/09) (AO-78) available at

<http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>.

Senior Staff Attorney
Staff Attorneys' Office
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 5402
Boston, MA 02210

Note: Applications that do not include all requested information will be deemed incomplete and will not be given consideration.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All U.S. Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The U.S. Court of Appeals will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER